U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin

ISSUE DATE: October 27, 2009   Recruiting Bulletin No. **AF-10-2010-CLERK-01E**
CLOSING DATE: **November 10, 2009**   Seattle Regional Census Center
      Bothell, WA

Clerk
GG-0303-04

STARTING SALARY (STEP 01):   **$29,243 yearly/ $14.01 per hour**

PROMOTION POTENTIAL   **GG-04**

NUMBER OF POSITIONS: **Few**

EXCEPTED SERVICE APPOINTMENT: **Schedule A Appointment, not-to-exceed one year, with the possibility of a one year extension. This is a Temporary appointment.**

DUTY LOCATION: **Bothell, WA (Regional Census Center)**

AREA OF CONSIDERATION: **External- All U.S. Citizens**

DUTIES: The incumbent performs clerical support duties for support of the 2010 Census. Clerks may support staff in administrative, field operations, space leasing, geographic, partnership, or recruiting areas. Clerks will receive, sort, open, control and route incoming mail. Clerks will maintain correspondence files. Clerks will also receive telephone and personal callers and directs them to appropriate office employees based on knowledge of employees areas of responsibility. Clerks maintain a variety of logs. Clerks may maintain stockroom supply levels. Operates various office machines. Performs other clerical duties as required.

QUALIFICATIONS:

GG-04:   **1 Year General Experience OR 2 Years Above High School**

General Experience is described as: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform clerical duties.

You may qualify for a position based on your education, experience, or a combination of both.

BASIS OF RATING: **Applicants are required to pass a Bureau of the Census written exam.**

EVALUATION PROCESS:

The review of applications is a five-step process. **(1)** All applicants are evaluated to determine if they meet the basic eligibility requirements (e.g., are a U.S. citizen). **(2)** Applicants with a minimum passing score of 70, move on to the next stage of review. **(3)** An applicant's **RESUME** is reviewed to determine if it meets the Experience and/or Education qualification requirements described above. **(4)** Applicants who meet the qualification requirements (Test & Experience and/or Education), those "basically" qualified, are then given a numerical score based on their test score. **(5)** All qualified applicants are place on a selection record in score and Veterans' Preference order, and then referred to the Selection Official for review.

HOW TO APPLY:

Please call the Seattle Regional Census Center, Recruiting Dept., at **1-877-471-5432** to schedule an appointment to take the Census Non-Supervisory Field Test (D-267). The required application materials below (items 1-6), must be submitted at the testing session. The testing process and all application materials must be received by the Closing Date to receive consideration. Applicants will complete an initial interview at the testing session.

If you have already tested, and wish to use the results of your most recent test, you do not need to schedule a new test. Please submit your application materials, by mail/in person, by the Closing Date, to the address on page 3of this announcement (applications will not be accepted by the Local Census Office). Your application must include items 1-5 below. Failure to provide the required application items may result in the loss of consideration. The Recruiting Dept. will be contacting applicants, who did not test again, to schedule an initial interview.

1. Each applicant must submit a completed Optional Application for Federal Employment OF-612 (PDF version is available on our Regional website, or at OPM.gov), *OR* a resume- listing your work duties and accomplishments relating to the job for which you are applying*. An Application for Federal Employment, SF-171 (obsolete), may also be used.
2. Employment References Worksheet (contained in this announcement)
3. Declaration for Federal Employment, OF-306 (PDF version is available on our Regional website, at OPM.gov, or at testing).
4. If qualifying based on education, you <u>MUST</u> submit a copy of your college transcripts *or* a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for a position will be required to supply original transcripts.
5. Veteran's Preference documentation (if applicable).
6. Each applicant must present acceptable identification at testing, as described on page 4 below.

Regional Website: http://www.census.gov/rosea/www/emply.html

*The following information is needed to evaluate your qualifications and determine if you meet the legal requirements for Federal employment. **This information MUST be included in your application package.** Failure to provide the information below may result in loss of consideration:

- Recruiting Bulletin number (i.e., AF-10-2010-CLERK-01E), title, series and grade (i.e., Grade 04) for which you are applying.

- Full name, mailing address (including zip code), and day and evening phone numbers (with area code).

- Social Security number.

- Country of citizenship (**this Federal job requires U.S. citizenship).**

- Veterans' Preference – Applicants claiming 10-point Veterans' Preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement/letter from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veterans' Preference. Applicants claiming 5-point Veterans' Preference MUST submit a DD-214 to receive preference (Member Copy-4, if applicable). The DD-214 MUST show the type of Discharge (e.g., Honorable/General).

- Highest Federal civilian grade held (if applicable).

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and major field of study. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your
  application.

- Paid and non-paid work experience related to the position. For each work experience
  Include: job title, series/grade (if Federal employment), duties and accomplishments,
  employer's name and address, supervisor's name and address, **starting and ending dates
  (month/year), hours per week (full-time or part-time), salary,** and indicate if we may contact
  your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed,
  computer software/hardware, tools, etc.), certificates/licenses (current), and honors,
  awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

- Use of any Government agency envelopes to file job application is a violation of Federal
  laws and regulations. Applications submitted in Government envelopes will not be accepted.

Individuals with a disability may request reasonable accommodations by calling 1-877-471-5432.

APPLICATION DEADLINE: Applicants must complete the testing process by the Closing Date of this Recruiting Bulletin. Application materials must be *received* by the **Closing Date (COB 4:30pm PST).** Applications received after this date/time *will not* be considered. You may submit your application at testing, by mail, by courier, or in person to:

U.S. Census Bureau
ATTN: Lori Ann Brockmeyer, HRS
19820 North Creek Parkway
Suite 100
Bothell, WA 98011

CONDITIONS OF EMPLOYMENT:
- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.

- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.

-Public law requires all new appointees to present proof of identity and employment eligibility.

ADDITIONAL INFORMATION:
-Employees who receive a Voluntary Separation Incentive Payment (VSIP) or "Buyout" and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

-Payment of relocation expenses IS NOT authorized.

-Applicants must be 18 years of age or older to be hired.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

TESTING PROCESS

❖ **Applicants MUST bring the following documentation to the testing session:**
- o <u>Two</u> forms of <u>current</u> acceptable identification (one must be a government issued picture ID). A list of acceptable identification has been provided below.
- o Resume and/or OF-612.
- o Copy of college transcripts (if applicable).
- o Declaration for Federal Employment, OF-306 (form will be available at testing).
- o Employment References Worksheet (form will be available at testing).
- o DD-214, Certificate or Release or Discharge from Active Duty (if applicable); the document must include the type of discharge (e.g. Honorable, General).
- o SF-15, Application for 10-Point Veteran Preference (if applicable) and supporting documentation.
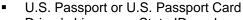
❖ **Applicants will complete the following forms at the testing session:**
- o BC-170D, Census Employment Inquiry
- o I-9, Employment Eligibility Verification
- o D-237, Certificate of VSIP or "Buyout" *(if applicable)*
- o D-276, Census Non-Supervisory Field Test

EXAMPLES OF ACCEPTABLE IDENTIFICATION

The following is an *example* list of acceptable identification documents. These documents will be used to: 1) establish your identity, and 2) your employment eligibility. You are required to provide **two** documents, **one document from list A and one document from list B**.

Provide **one** picture identification: Must be a Federal or State issued ID with your picture on it.
Must be a valid ID- *unexpired.* Some examples include, but are not limited to:

A
- ▪ U.S. Passport or U.S. Passport Card
- ▪ Driver's License or State ID card
- ▪ U.S. Military card or Military dependent's ID card
- ▪ Photo ID issued by federal, state, or local government agencies or entities

Second identification- Some examples include, but are not limited to:

B
- ▪ U.S. Social Security card
- ▪ Original, or certified copy of a birth certificate issued by a state, county, municipal, authority or outlying possession of the United States bearing an official seal.
- ▪ Native American tribal document
- ▪ U.S. Citizen ID card (Form I-197)

Employment References Worksheet

Applicant's Name: _____

Applicant's Phone #:   _____

Please complete the form below, and include with your application package. Include only those references you approve us to contact.

Professional References (include supervisors and others who know you in the work place)				
	First and Last Name	Phone #s (Include Area Code)	Email address if known	Relationship to you
1		(W)_____ (C)_____ (H)		
2		(W)_____ (C)_____ (H)		
3		(W)_____ (C)_____ (H)		

Personal References (do not include relatives or partners)				
	First and Last Name	Phone #s (Include Area Code)	Email address if known	Relationship to you
1		(W)_____ (C)_____ (H)		
2		(W)_____ (C)_____ (H)		
3		(W)_____ (C)_____ (H)		